

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

**DETERMINATION AND FINDINGS FOR
A SOLE SOURCE CONTRACT**

REQUISITION NO.: RQ841905
CAPTION: Food cards for Children and Family
PROPOSED CONTRACTOR: Safeway Inc.
PROGRAM AGENCY: Child and Family Services Agency

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1702

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has the following minimum need:

- (a) The Government of the District of Columbia, Child and Family Services Agency (CFSA) has a need to provide gift cards to wards and families of Washington, DC.
- (b) CFSA has an urgent need for the gift cards in order to assist CFSA youth that have an emergency need for household or personal items.

3. ESTIMATED REASONABLE PRICE:

\$20,000.00 is the requested denominations for the gift cards are:

1,200 gift cards for \$10.00 each = 12,000.00

400 gift cards for \$20.00 each = 8,000.00

4. **FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

- (a) There are 20 Safeway stores located in the Washington DC Metro area. However there are twelve stores in the District of Columbia. There are Safeway stores with two (2) stores in South East quadrant, seven (7) stores in the North West quadrant, two (2) in the North East quadrant and one (1) in the South West quadrant of the city.
- (b) The other 8 stores are located throughout the Maryland and Virginia suburbs
- (c) Safeway stores are located in various quadrants of the city where most CFSA clients reside and as such can be reached by private vehicle, walking or public transportation.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

Date

Brenda Donald
Director

CERTIFICATION BY CONTRACTING OFFICER

6. I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract

Date

Tara Sigamoni
Agency Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Tara Sigamoni
Agency Chief Contracting Officer